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# CALIFORNIA UNEMPLOYMENT INSURANCE APPEALS BOARD JOB OPPORTUNITY

**DATE:** June 9, 2006

**POSITION:** Program Technician III, Calendar/Registration  
Permanent Full Time

**SALARY:** \$2757 - \$3353

**LOCATION:** SAN DIEGO OFFICE OF APPEALS  
3517 Camino Del Rio South, #310  
San Diego, CA 92108-4027

**POSITION DESCRIPTION:**

Under general direction of the Legal Support Supervisor I, performs a variety of activities involving complex procedures for scheduling ALJs. The position requires a thorough and detailed knowledge and the application of the appropriate laws, rules, and regulations pertaining to the appeals process and Employment Development Department (EDD) procedure and working knowledge of the California Code of Regulations and the California Unemployment Insurance Code. The incumbent will serve as an expert staff resource responsible for consultation in the most sensitive and complex program areas which will also require conformance with the calendaring guidelines approved by DPA regarding case assignments for the ALJ I or ALJ II positions and conformance with the most current ALJ caseload agreement.

- Prepares and analyzes Uncalendared Case Summary Report to determine how many time-lapse cases are available.
- Coordinates and assigns placement of available ALJs based on workload and time-lapse standards and the complexity of cases and calendaring guidelines.
- Assigns the time and length of hearing based on time lapse standards, number of issues, and complexity of issues; conforming to the most current ALJ caseload agreement and ALJ availability.
- Organizes and schedules mass calendars for ALJ IIs; prepares correspondence advising attorneys to contact the office regarding potential hearing dates.
- Plans, organizes and assigns the work of various independent contractors performing the interpreter duties.
- Develops and generates a variety of technical and statistical reports.
- Monitors production and deadlines; reports need for additional training of staff to supervisor.
- Returns errors made by registration section to supervisor.
- Identifies problem areas in work processes and provides recommendations to management to improve the overall functions performed in the Cal/Reg Unit.

Must be able to communicate verbally or in writing with parties regarding postponements, telephone hearings, schedule changes and legal documents such as subpoenas after a judicial review and to take appropriate action.

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**WHO SHOULD APPLY:**

Persons who are reachable on the current Program Technician III CUIAB list, or who are currently in the class of Program Technician III or other classes within transfer range. SROA and surplus employees will be given first consideration.

**SUBMIT APPLICATION**

**(Form 678) to: Unemployment Insurance Appeals Board**

Attn: Ingrid Azvedo, APA  
2400 Venture Oaks Way, Suite 400  
Sacramento, CA 95833

**CONTACT:**

For more information about this position, contact  
Sarah Bacla, LSS II  
Phone: (619) 521-3300

**FINAL FILING: June 16, 2006**

CUIAB is an equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.